

# Oklahoma Islamic Academy

## 2024-2025 Enrollment Application

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Student's Name: \_\_\_\_\_ Grade Level (2024-25): \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_

### **Information for Financially Responsible Parent or Guardian #1**

First & Last Name (include any titles): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Can receive texts? Yes/No

Address (if different than student): \_\_\_\_\_

Employer Name & Position: \_\_\_\_\_

Email Address (Write clearly, please!): \_\_\_\_\_

Parent #1 Signature: \_\_\_\_\_

### **Information for Financially Responsible Parent or Guardian #2**

First & Last Name (include any titles): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Can receive texts? Yes/No

Address (if different than student): \_\_\_\_\_

Employer Name & Position: \_\_\_\_\_

Email Address (Write clearly, please!): \_\_\_\_\_

Parent #2 Signature: \_\_\_\_\_

**Please include a \$150 Application Fee with your child's application.**



**Refined Education for  
the Accelerated Learner**

**Allergy/Medical Information**

Allergies to Foods and/or Medications: \_\_\_\_\_

List and describe any medical conditions that may affect your child during the school day:

\_\_\_\_\_

**Emergency Information**

If the school is unable to reach parents/guardians, the following individuals have permission to pick up my child from school and make emergency decisions for my child.

Contact #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact #2: \_\_\_\_\_ Phone: \_\_\_\_\_

**Photo/Video Release Form**

I authorize OIA to use photographs, videos, examples of written work, artwork, and audio recordings of my child in school media, advertisements, and publications. Further, I authorize teachers/administrators to photograph my child in school or class settings. I understand that my child will always be under video and audio surveillance on school property whether or not I agree to this release. I understand that I must notify OIA in writing to change this authorization.

If you marked "Do not agree," will you allow your child to be photographed and recorded in whole class/whole school situations?

I AGREE to the photo/video release form.

I DO NOT agree to the photo/video release form. —→ Circle One: Yes No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement of Financial Responsibilities**

Oklahoma Islamic Academy, LLC is a registered 501(c)(3) charitable organization. Its private school status allows its educators to make the best academic decisions for students while maintaining a nurturing Islamic environment. As a private, religious organization that receives no federal funding, OIA is exempt from the ADA (34 C.F.R. 300.137) and is not required under IDEA (28 C.F.R. 36.102) to provide special education services. OIA is funded entirely by student tuition, student fees, and donations.

Tuition and fees are carefully calculated to account for the fixed and variable costs associated with operating a school while placing the lowest possible financial burden on families. To ensure funding for fixed costs – rent, maintenance, salaries, and utilities – the tuition for the first month and last month of the academic year constitute a nonrefundable deposit. In consideration of payment of the deposit, OIA guarantees your child’s placement for the 2024-25 academic year and will reserve a student’s enrollment once the deposit is paid. Tuition is nonrefundable for each month the student was enrolled in OIA for any period of time.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Monthly Tuition 2024-2025 School Year (payable for 10 months)

Jumpstart (3-year-olds)	Pre-K 4	Kindergarten – Grade 8
\$750 per month*	\$820 per month*	\$840 per month*

\* Monthly Tuition ONLY – Fees are separate!

## Oklahoma Parental Choice Tax Credit

Under the Oklahoma Parental Choice Tax Credit Act, created through passage of House Bill 1934, all Oklahoma families are eligible for refundable tax credits of \$5,000 to \$7,500 per child to pay for private school tuition and fees. OIA will assist families with applying for the tax credit, but ultimately, the responsibility for gathering documents and submitting a timely application lies with each family.

According to the State of Oklahoma,		How much will I have to pay monthly? *			
if your household income is...	you may qualify for a tax credit of ___ per child.		Jumpstart (3-year-olds)	Pre-K 4	Kindergarten – 8 <sup>th</sup> Grade
less than \$75,000	\$7,500	If you receive a tax credit of \$7,500,	you'll pay \$0 monthly tuition per child.	you'll pay \$70 monthly tuition per child.	you'll pay \$90 monthly tuition per child.
between \$75,000 and \$150,000	\$7,000	If you receive a tax credit of \$7,000,	you'll pay \$50 monthly tuition per child.	you'll pay \$120 monthly tuition per child.	you'll pay \$140 monthly tuition per child.
between \$150,000 and \$225,000	\$6,500	If you receive a tax credit of \$6,500,	you'll pay \$100 monthly tuition per child.	you'll pay \$170 monthly tuition per child.	you'll pay \$190 monthly tuition per child.
between \$225,000 and \$250,000	\$6,000	If you receive a tax credit of \$6,000,	you'll pay \$150 monthly tuition per child.	you'll pay \$220 monthly tuition per child.	you'll pay \$240 monthly tuition per child.
more than \$250,000	\$5,000	If you receive a tax credit of \$5,000,	you'll pay \$250 monthly tuition per child.	you'll pay \$320 monthly tuition per child.	you'll pay \$340 monthly tuition per child.

\* Monthly Tuition ONLY – Fees are separate!

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### \*Tuition, Fees, & Financial Responsibilities

\*\*\* FEES FOR ALL STUDENTS AND FAMILIES \*\*\*

**Family Involvement Fee: \$150 per family per year (DUE August 1, 2024)**

This fee helps to fund family-centered events hosted by OIA.

**Application Fee: \$150 per student per year (DUE 11-17-23 with Enrollment Packet and \$200 Good Faith Deposit)**

**Semester 1&2 Fees: \$550 per student per semester (DUE 8-1-24 & 1-7-25)**

This fee includes technology, curriculum, workbooks, textbooks, school supplies, nationally-normed student assessments, and science materials.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Oklahoma Islamic Academy

## 2024-2025 Enrollment Contract



Student's Name: \_\_\_\_\_ Grade Level (2024-25): \_\_\_\_\_

Name of Parent/Guardian Completing Contract: \_\_\_\_\_

In consideration of acceptance of the enrollment of the above named student by Oklahoma Islamic Academy, LLC ("OIA"), the financially-responsible parent or guardian executing this contract agrees to pay the application fee, deposit, semester fees, tuition, and other charges incurred by or on behalf of the student throughout the academic year. The parent or guardian further agrees to comply with all policies, procedures, and regulations of OIA.

The following terms are vital to its operation, allowing OIA to maintain an orderly, efficient Islamic environment. Please read, initial, and sign to evidence your understanding and agreement. **Do not sign this contract until and unless you have reviewed and agreed with the referenced policies.**

### YOUR INITIALS & SIGNATURE INDICATE A BINDING CONTRACT TO THE FOLLOWING TERMS:

Initial Below:	
	FINANCIAL: I agree to the OIA Financial Policy. I acknowledge that all tuition and fees are nonrefundable.
	DISMISSAL & EXPULSION: I agree to the OIA Dismissal & Expulsion Policy.
	EARLY WITHDRAWAL: I agree to the OIA Early Withdrawal Policy.
	ATTENDANCE: I agree to the OIA Attendance Policy. I will ensure that my child does not exceed 12 absences during one academic year.
	IMMUNIZATION: I agree to the OIA Immunization Policy.
	LUNCH POLICY: I agree to the OIA Lunch Policy.
	TEACHER CONTACT: I agree to the OIA Teacher Contact Policy. I will not approach an OIA teacher without first making an appointment via email.
	TECHNOLOGY DAMAGE: I agree to the OIA Technology Damage Policy. I will reimburse OIA for technology damaged by my child within 30 days of notification.
	REQUEST FOR EVALUATION BY AN EDUCATIONAL PSYCHOLOGIST: I agree to the written policy and deadlines for an educational psychology evaluation for my child, if requested by OIA Administration.
	ADMINISTRATION/CONTROL OF PRESCRIPTION/NON-PRESCRIPTION MEDICATIONS: I agree to this policy as outlined in the Enrollment Contract.
	DISCIPLINE POLICY & DISCIPLINARY ACTION FORM: I agree to the OIA Discipline Policy and the OIA Disciplinary Action Form, as outlined in the Enrollment Contract.
	ZERO TOLERANCE POLICY: I agree to the OIA Zero Tolerance Policy.
	TEXTBOOK DISTRIBUTION AND CARE POLICY: I agree to the OIA Textbook Distribution and Care Policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OIA Financial Policy**

OIA accepts cash, checks, and credit cards. All checks should be made payable to OIA and are subject to a \$25 returned check fee per occurrence. No checks will be accepted for payment after three returned check occurrences. Credit card payments are subject to a 5% processing fee.

- A. OIA requires a nonrefundable application fee of \$150 per student and a nonrefundable semester fee of \$550 due each semester.
- B. A nonrefundable Family Involvement Fee of \$150 per family per year will be due at the beginning of the school year.
- C. Tuition for the first and final month of the academic year constitutes a nonrefundable deposit. If a student is withdrawn or expelled before the final month of the academic year, the tuition for the final month of the academic year will not be refunded.
- D. All payments are due on the first day of each month of the academic year. OIA will assess a \$15 late fee for each day the payment is outstanding after the 5th of the month.
- E. Collection costs and attorney fees incurred by OIA in pursuit of overdue payments shall be the obligation of the financially-responsible parent or guardian of the student. OIA contracts with Southwest Recovery to collect on overdue balances.
- F. No student will be enrolled if there is an outstanding balance (whether tuition, fees, or both) on his/her account for the prior academic year. To the extent permitted by law:
  - All invoices and overdue balances must be paid before transcripts or letters of recommendation will be issued.
  - Unless and until all overdue payments are satisfied, no student records will be released to another school.
- G. Students who register for the upcoming academic year, but withdraw prior to June 1, 2024, will not be charged tuition or penalties. After June 1, 2024, the first and last month's tuition will not be refunded.
- H. Parents or guardians must pick up their children within 30 minutes of the school requesting an early pick-up. Parents or guardians will be assessed a late pick-up fee of \$5 per minute for each minute past 30 minutes.
- I. Parents or guardians must notify the school when they will be late to pick up their children. Those who are habitually late (more than three times in an academic year) will be assessed a late pick-up fee of \$5 per minute for every minute past 3:50 p.m.
- J. OIA reserves the right to add a special fee when absolutely necessary to meet rising costs.

## **OIA Dismissal & Expulsion Policy**

New students are admitted on a probationary basis for the first 90 calendar days of attendance. Students who are found to have special needs, poor behavior, deficient study habits, learning disabilities, or speech deficiencies may be dismissed from the school during the probationary period. No fees or tuition for months attended will be refunded. The tuition for the final month of the academic year will remain a nonrefundable deposit.

OIA reserves the right to determine whether or not a student is making satisfactory progress and meeting the benchmarks necessary for mastery of grade level skills. OIA reserves the right to expel a student for any reason during the academic year. If OIA expels a student, his/her parent/guardian will be required to pay the same fees and penalties as if they voluntarily withdrew early. No fees or tuition for months attended will be refunded. The decision of OIA Administration is final.

## **OIA Early Withdrawal Policy**

If you withdraw your child before the end of the academic year, you will be required to pay liquidated damages (“early termination fee”) according to the formula below. Because OIA’s budget is based upon a presumption that students will remain enrolled for the entire academic year, OIA is harmed financially by the early withdrawal of students. Because it is difficult to ascertain the exact value of the financial harm caused by early withdrawal, this contract provides for liquidated damages based on the following formula:

**August 1 to October 31:** Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 60% of tuition remaining through the end of the academic year.

**November 1 to January 31:** Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 40% of tuition remaining through the end of the academic year.

**February 1 to May 28:** Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 25% of tuition remaining through the end of the academic year.

The Early Termination Fee is due on the last day of my child’s attendance. I understand that if I do not pay the Early Termination Fee within 30 days of my child’s last day of attendance, my account will be referred to a collection agency. I understand that if my child is expelled from school for any reason, I must pay the early termination fee. OIA will base early withdrawal tuition amounts on monthly installment amounts, even if a family has paid in full. I understand that I am required to fill out an “Intent to Withdraw” form to be considered withdrawn from OIA.

## **OIA Attendance Policy**

A student has 12 allowed absences per academic year, whether they are excused or unexcused. When a student reaches 6 absences in one semester, a doctor’s note may be required to excuse any further absences.

A student who is absent more than 12 days per school year is considered to have “excessive absences,” whether the absence is excused or unexcused. An absence is defined as a minimum of one missed class period per day. A student whose absences may have materially affected academic progress may fail that subject, receive a lower grade, or become ineligible for reenrollment. A more detailed explanation of the attendance policy can be found in the Parent and Student Handbook.

## **OIA Immunization Policy**

Oklahoma law (Title 70 O.S. 1210.191) requires all minor children admitted to public or private schools to be immunized against diphtheria, tetanus, Haemophilus influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A. OIA is a private institution and does not accept vaccination waivers. OIA strongly encourages students to receive an influenza immunization and COVID-19 vaccination before or during each academic year.

## **OIA Lunch Policy**

OIA students must bring their own lunches. Parents/guardians must provide a clear (see through) reusable lunch bag for students. Opaque disposable lunch bags are also acceptable. We cannot accept lunches sent through a delivery service. Parents must send students’ lunches with them upon arrival at OIA each morning.

## **OIA Teacher Contact Policy**

Parents are not permitted to approach teachers on school property, including the parking lot, without an appointment. Parents must email teachers or the school to schedule appointments.

## **OIA Technology Damage Policy**

OIA spends a considerable amount of money purchasing and maintaining Chromebooks and tablets for student use. Accidents happen, but if the OIA Administration determines that a student intentionally damaged or defaced a piece of technology, his/her parent/guardian will be responsible for the replacement of the technology item. Payment is due within 30 days of written notification to parent/guardian.

## **Request for Evaluation By Educational Psychologist**

If OIA Administrators request in writing that a student undergo an evaluation by an Educational Psychologist, the parent/guardian agrees to schedule and complete the evaluation within three months. The parent/guardian also agrees to choose an Educational Psychologist from the approved professionals and clinics provided by OIA. The parent/guardian agrees to submit the results to OIA within six weeks of completion of the evaluation.

## **Administration/Control of Prescription/Non-Prescription Medications**

I understand that my child is not permitted to bring or carry his/her own medication at school and that if my child requires medication during the school day, it may only be stored in the main office and administered by school personnel. In order to do so, I understand that I must fill out the Permission to Give Medication Form. OIA staff are not trained medical professionals. I agree that permission is granted for the exchange of verbal and/or written communication between school staff and the prescribing physician/dentist regarding medication. I understand that OIA staff cannot/will not administer any medications to my child without this signed and completed form.

## **OIA Discipline Policy & Disciplinary Action Form**

Effective school discipline policies and practices are critical to promoting students' successful learning and well-being. They strengthen students' behavioral skills by addressing the causes of their misbehaviors while preserving the integrity of the learning environment, ensuring the safety and dignity of all students and staff, and fostering progress toward long-term learning and behavioral goals. OIA follows a progressive discipline plan in which discipline interventions begin at the least intrusive level and work up to more restrictive and punitive levels if a student continues to repeat poor choices and inappropriate behaviors. A detailed guide for determining a suitable strategy to extinguish unwanted behavior, encourage appropriate social conduct, and provide an appropriate consequence can be found in the Parent and Student Handbook.

OIA utilizes a Disciplinary Action Form (DAF) to document severe and/or repeat offenses. The advisory committee will consider a student for expulsion after three offenses. The student will be ineligible for reenrollment in the upcoming academic year once he/she reaches three offenses. The principal/designee has the authority to suspend a student and may recommend alternative school placement, long-term suspension, or expulsion. During a period of suspension, the student may not be on campus for any reason, including extracurricular activities. All tuition and fees will be due, as stated in this contract, while a student is suspended from school.

## **OIA Zero Tolerance Policy**

These are *some* of the behaviors described in Education Code 48900 that command serious consequences and may result in expulsion: drug distribution, alcohol possession, threats, intimidation, hazing, violent behavior, discrimination, harassment, retaliation, bullying, sexual harassment, possession of dangerous weapons, gang activity or association, assault, arson, forgery, theft, robbery, and knowingly receiving stolen school or private property. A more detailed definition of each behavior can be found in the Parent and Student Handbook.

## **OIA Textbook Distribution and Care Policy**

OIA spends a considerable amount of money each year on curriculum, textbooks, and workbooks. Books are given to students in new, like new, or excellent condition. We must receive them back the same way. Students using school-owned textbooks, library books, and other equipment are responsible for them and shall reimburse the school the full replacement value for any lost or damaged items. If a misplaced item is ultimately returned in good condition, the student may be refunded any charges paid to the school for the item.

## **Parent and Student Handbook**

I understand that the Parent and Student Handbook is readily available on the school's website. I have read the handbook and understand all of the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences of failing to follow the requirements.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_